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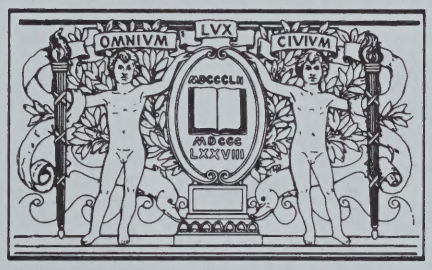


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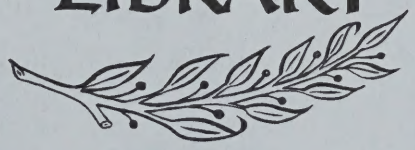

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APPENDIX H

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# Bureau of Investigative Services

**Superintendent Joseph Saia, Jr.**
**Chief, Bureau of Investigative Services**

**Mayor's Transition Committee**

COUNCILOR BRIAN McLAUGHLIN
BOSTON CITY COUNCIL
BOSTON CITY HALL
ONE CITY HALL PLAZA
COUNCIL CHAMBERS, 5th FLOOR
BOSTON, MA 02201

**Office of the Chief**
**Bureau of Investigative Services**

## Mission

Reporting directly to the Superintendent-in-Chief and under the command of a Superintendent, the Bureau of Investigative Services oversees the activities of the various investigative units and sections to include:

- Planning, Training & Coordination Division
- Criminal Investigation Division
- Intelligence/Dignitary Protection Division
- Drug Control Division
- Technical Services Division

A principal responsibility is ensuring that the most effective investigatory practices and procedures are practiced on a daily and continuing basis. The Bureau also has the responsibility to ensure that proper liaison is maintained with the many Federal, State and local departments and agencies which are concerned with all of the aspects of the criminal investigation process.

## Office of the Assistant Chief
## Bureau of Investigative Services

**Deputy Superintendent Joseph F. Dunford, Assistant Chief, BIS**

The Assistant Chief of the Bureau of Investigative Services is responsible for seeing to it that the policies, procedures and directives of the Bureau Chief are implemented and properly adhered to within the Bureau.

- **Division/Unit Liaison** - The Office maintains liaison with Division and Unit Commanders assigned to the Bureau to ensure that both the upward and downward flow of information is maintained. An adequate flow of information ensures that the Bureau Chief is able to make informed decisions and Division and Unit Commanders assigned to the Bureau are adequately informed of changes in procedures, policies, strategies, personnel issues and other matters.

- **Law Enforcement Trust Fund** - The Office is also responsible for ensuring that all monies forfeited pursuant to M.G.L.c. 94C, section 47 are received, recorded and forwarded to the Trust Office of the Collector-Treasurers of the City of Boston for deposit into the Law Enforcement Trust Fund. These duties also require the maintenance of the Criminal Investigation Fund and Petty Cash Fund which are drawn from the Law Enforcement Trust Fund and are used to support criminal investigations and related expenses. All requests for funds to be used in the course of criminal investigations, as set out in Special Order 93-19, are reviewed prior to a recommendation being made to the Bureau Chief.

- **Expenditures** - Maintains financial records on all expenditures drawn on the Bureau of Investigative Services special account.

- **Confidential Informants** - Special Order 89-45, dealing with Confidential Informants, mandates that certain types or classifications of informants are documented by completing a confidential informant card. The card is forwarded to the office of the Bureau Chief and are reviewed by the Assistant Chief to determine whether the informant has been previously used and whether or not they have been credible. Payments to informants are also reviewed and endorsed for final review prior to being submitted to the Bureau Chief.

- **Case Assignment/Management** - This office chairs the Detective Case Assignment Committee which has been formed to study how best to implement the computerized Detective Case Management System that will be in use by the end of this calendar year. Elements that must be included are:

  - Immediate Assignment of Serious Felonies
  - Immediate Assignment of Area Detectives to Cases Involving Specialized Units (i.e., Homicides, Sexual Assaults, et al)
  - Neighborhood Assignment Component

## District Attorney's Office Unit

### Mission

The District Attorney's Office Unit provides investigative support to the Suffolk County District Attorney in the prosecution of cases involving organized crime. Responsible for conducting special investigations with the assistance of the Suffolk County District Attorney. It also assists in the coordination of rendition proceedings and other related court matters.

### Training

Officers attached to the District Attorney's Office Unit have attended numerous schoolings to advance their knowledge of crime detection and criminal investigation. In addition to courses in Fingerprinting, Crime Scene Investigation and Ballistics Investigation, officers have attended the following:

- FBI National Academy - 2 officers
- Reid Interview and Interrogation School - 5 officers
- Babson Institute Command School - 3 officers
- SPECDA/DARE Instructor Course - 2 officers

### Goals

To continue to advance an excellent working relationship with other state and county agencies as well as U.S. Government agencies.

## Organized Crime Unit

### Mission

The Organized Crime Unit conducts investigations of traditional organized crime groups and other crimes as directed. Responsible for the identification of criminal groups and maintaining a data base on such groups. Provides other commands with information on the crime potential in their Areas/Districts and assists District Detectives with ongoing investigations.

### Performance

**Organized Crime Unit** - Between 1984 and 1990, the Organized crime Unit instigated numerous pro-active organized crime investigations which are summarized as follows:

| Date | Operation | Indictments | Seizures |
|---|---|---|---|
| 10/84 | GENESIS | 4 | 3 Kilos Cocaine |
| 04/85 | NORTHSTAR | 5 | 1 Kilo Cocaine/$26,000 |
| 09/85 | PRALINE | 7 | Angel Dust/$3,400 |
| 07/86 | SUNSHINE | 6 | 8 Kilos Cocaine/4 MVs |
| 09/86 | NORTH STAR II | 4 | 20 Kilos Cocaine |

| | | | |
|---|---|---|---|
| 02/87 | GRANITE | 27 | Gaming |
| 07/87 | DOLPHIN | 13 | 8 Kilos Cocaine/$14,530 |
| 03/88 | SNOW WHITE | 11 | Gaming |
| 01/90 | PINE TREE | 16 | Gaming |
| 09/91 | DOUGHBOY | 2 | Extortion |

During this same period, Court records indicate that a total of 15 wiretap warrants were issued in Suffolk County and 9 of those warrants were in cases initiated and investigated by the Boston Police Organized Crime Unit.

The Unit been able to provide assistance to other Units and Agencies as follows:

Operation GREENBRIAR - in support of the Drug Enforcement Administration and the Massachusetts State Police - is a major probe of organized crime activity in Charlestown focusing on drug trafficking and gang related shootings. Federal indictments are due in the next few weeks.

Operation FENCE - In support of the Boston Police Drug Control Division - Organized Crime Unit developed intelligence on a major Jamaican drug trafficking network and Drug Control Division has taken over the field investigation and recorded numerous arrests with more arrests and seizures anticipated.

Intelligence Video - The Organized Crime Unit has produced a video tape presentation of La Cosa Nostra activity in the East Boston area and disseminated the tape to local detectives and patrol officers. Additional presentations for other areas are planned in the near future.

**New England Organized Crime Strike Force** - The Organized Crime Unit has two detectives assigned to the U.S. Attorney's Office in Boston. These officers, working with the Federal Bureau of Investigation, assisted in the 1990 R.I.C.O. investigation which resulted in eight high ranking L.C.N. leaders receiving lengthy sentences to federal prison for racketeering offenses.

In 1991, these detectives were instrumental in an investigation which focused on an armored car robbery gang and led to the conviction of six men for armed robbery and murder.

**Attorney General's Office** - The Organized Crime Unit has one detective assigned to the Massachusetts Attorney General's Office to maintain a liaison and assist in investigations initiated by that office.

**Asian Task Force** - The Organized Crime Unit has designated 1 Sergeant Detective and three detectives to a night shift to function as the Asian task Force to address the rising evidence of organized criminal activity in the several Asian neighborhoods of Boston. This unit has been successful in identifying several separate and distinct groups and has worked with area detectives to effect arrests for several home invasions and significant seizures in gaming and narcotics cases.

## The Planning, Training & Coordination Division

### Mission

To provide logistical assistance to the Bureau Chief and Assistant Bureau Chief in administration and in the operational needs of the Department's investigative services; develops and implements investigative information systems to coordinate information for the management of investigative resources; provides administrative support to all divisions, areas, section and units within the Bureau. Responsible for the direct delivery of services in licensing area hackney carriages and regulating and issuing licenses within the city. This Division includes the following sections/units:

Investigative Planning & Training Unit
Hackney Carriage Unit
Licensing Unit
    Pawn Section
Licensed Premise Unit
Area Detective Units

## Investigative Planning & Training Unit

### Mission

The mission of the Investigative Planning & Training Unit is to provide administrative and operational logistical support to the Bureau Chief and Assistant Bureau Chief. The Unit reports to the Commander of the Planning Training & Coordination Division. Specific duties and responsibilities of the Unit include:

**Planning**: makes recommendations concerning the updating and revision of Department forms, procedures and special orders; coordinates special projects at the direction of the Bureau Chief;

**Training**: coordinates and makes recommendations on training for Bureau personnel and maintains records of such training;

**Management Information Systems**: develops, coordinates and manages the use of management information technology within the Bureau; administrates and oversees the detective case management system (completion date - Winter, 1993-94);

**Record Keeping**: monitors and files Bureau attendance rosters and activity logs; reviews and monitors the license premise violation logs (BPD Form 2327) submitted by the Areas/Districts and the Licensed Premise Unit; orders and distributes licensed premise violation books/forms;

**Uniform Crime Reporting**: reviews and records daily supplement reports for Uniform Crime Report clearances; maintains records of all UCR clearances; provides training to Areas/Districts in proper UCR clearance procedures;

**Tenant Eviction Program**: operates the Tenant Eviction Program to ensure that landlords evict their tenants when required under M.G.L. c. 139, s. 19-20; takes out criminal complaints against recalcitrant landlords, as necessary;

**Liaison**: acts as liaison between the Bureau and the Office of the Parking Clerk.

## Training

The Unit Commander holds a B.S. in Law Enforcement from Northeastern University, is a former instructor at the Boston Police Academy, is familiar with both IBM compatible and Macintosh computer operating systems and has attended numerous seminars and courses taught by private agencies, the Massachusetts Criminal Justice Training Council, the Massachusetts State Police and the FBI.

The Detective currently assigned to the unit is a twenty-six year veteran of the Department, holds a B.S. in Law Enforcement from Boston State College and has attended numerous in-service and specialized courses taught both by our own Department and by outside agencies.

The Senior Administrative Analyst assigned to this unit has an Associates Degree in Law Enforcement from Northeastern University, is a 32 year veteran of the Department, has extensive expertise in the field of records management, is the former Director of the Department's Field Reporting Section, has attended the FBI Uniform Crime Reporting course and teaches proper reporting and clearance procedures to Detectives and Detective Superior Officers.

This Unit will be responsible for managing and administering the Detective Case Management System. The development and installation of that system will require that the database and system administrator take a series of computer related courses in the UNIX operating system, RISC 6000 hardware, Sybase (SQL Server) and networking and communications software.

## Goals

**Planning** - to continue to research those areas of law enforcement which impact on the Bureau in order to make informed recommendations for improving investigative procedures to the Bureau Chief.

**Training** - to complete the computerization of Bureau training records; to identify and make recommendations on available courses; to improve the flow of information regarding such courses to Detective Unit Commanders.

**Management Information Systems** - to assist in the development, installation, operation and administration of the Detective Case Management System. To assist in the training of Department investigative personnel in the use of the system and in the use of computerized office automation software (i.e., word processing, spreadsheet).

**Record Keeping** - to automate those record keeping functions which are more easily kept or retrieved on a computer; to purge old unnecessary files.

**Uniform Crime Reporting** - to continue to monitor the reporting and clearance procedures observed within the Department to ensure that the Department receives proper clearances for cases solved or unfounded.

**Tenant Eviction Program** - to obtain the cooperation of District personnel in finding out the true owners of property upon which drug raids have been conducted in order to reduce the percentage of cases not prosecuted because the owner cannot be identified.

## Performance

In addition to the monitoring and record keeping functions of the Unit, the Unit has enabled the Department to respond to law enforcement priorities in accordance with the needs of the community.

### Software Programming

This Unit wrote and distributed to interested District commanders custom software programs for keeping track of licensed premise violations and overtime usage.

This Unit wrote a custom application for printing warning letters to be mailed to those individuals listed as having outstanding misdemeanor warrants. The program uses a copy of the Department's warrant file, a form letter and the query and print merge capabilities of the database program, FoxPro 2.0. In the last fiscal year, this program was used to send out over 9000 misdemeanor warrant warning letters.

A custom application for tracking and printing warning letters to the parents of children that are not attending school has been developed for the Boston School Committee and the Warrant Unit and is due to begin functioning in September, 1993.

Both Bureau training records and the records of the Tenant Eviction Program are now kept on a computer using a custom application for data entry and record retrieval. Older records and files are being entered into the database as time and manpower requirements permit.

### Domestic Violence Initiatives

This Unit assisted in the writing and issuance of a special order that identified, standardized and prioritized the responsibilities of Department personnel in the investigation of domestic violence cases (Special Order 92-30). The special order established the position of domestic violence officer within each district and made him responsible for the investigative follow-up on all domestic violence cases.

Prior to the establishment of a state-wide database of individuals with outstanding restraining orders, this unit devised and implemented a centralized database of all active restraining orders on file at all the districts within the city. Once all the outstanding restraining orders had been entered, the database was relocated to the Warrant Unit and a procedure was established whereby newly issued orders would be entered on a daily basis.

### Procedure and Rule Revisions

This Unit has been involved with researching, writing and/or editing a number of Department forms, rules, procedures and special orders including the following:

Rule 101, sec. 8
Rule 317, Lost Children and Missing Persons
Special Order 92-16, Handling & Disposition of Seized Money
Special Order 92-17, Arrest Warrants, Procedures
Special Order 92- , Bicycle Messenger Services
Special Order 92-30, Protection of Abused Persons...
Special Order 93-22, Crime Scene Van Procedures
Special Order 93-23, Firearms Surrender and Amnesty Procedures
Commissioner's Memorandum 93-20, Firearms Amnesty - BuyBack Boston Program

In addition, this Unit has written proposed rule changes to the following rules:

Rule 309, Procedures for Handling Physical Evidence
Rule 311, Ballistics Procedures
Rule 312, Procedures for Crime Laboratory
Rule 313, Procedures for Identification Unit

**Training**

In coordination with the Boston Police Academy, this Unit scheduled and kept track of the attendance of all Bureau personnel for mandatory in-service training and Glock 9mm transition training for fiscal year 1993. Additional training was secured for Bureau personnel in a number of specialized areas including the following:

Search and Seizure
Fingerprinting
Crime Scene Search
Criminal Intelligence Analysis
Interview and Interrogation
Arson Investigation
Confidential Informants

In addition, all sworn personnel within the Bureau that are authorized to carry a firearm have completed the Glock 9mm transition training.

**Tenant Eviction Program**

With the assistance of the Community Service Officers at District 11, this Unit conducted a pilot program to have the District Community Service Officers conduct follow-up investigations of those houses where the owner of record is not the true owner of property where a drug raid has been conducted. This program has been very successful in identifying the true owners of property and has significantly reduced the number of cases that are not prosecuted because the owner cannot be identified. Since it's inception, the Tenant Eviction Program has processed over 1150 cases.

**Detective Case Management System**

Since 1991, this Unit has been actively pursuing the acquisition of management information technology for the Bureau. By the end of this calendar year, a Detective Case Management System will have been installed that will connect all investigative units

through a Wide Area Network (WAN) to an investigative case management database installed on a RISC 6000 file server located at Headquarters.

Area, District and Specialized Unit Detectives with the proper access level will be able to keep track of active criminal cases and search the database for investigative leads based on specified search criteria. In addition, the Case Management System will allow for a better distribution of case assignments and for more timely monitoring of case status and detective activity levels.

The software for this program will be written specifically for the Department and will be written in such a way that data transfer between the Case Management System and other newer applications, such as the proposed Fingerprint Imaging System, will be possible.

## Hackney Unit

### Mission

To investigate and process all applications for Hackney Carriage Medallions and Hackney Carriage Operator's Licenses as well as supervising the operation of the Hackney Carriage industry, Sightseeing Buses and Horse & Carriage Tours within the City. The Unit provides training to Hackney Carriage drivers and enforces all rules, regulations, laws and ordinances relative to Hackney Carriage operation.

### Training

**Internal**

All uniformed members have attended both in-service training and Glock 9mm transition training at the department range. Additionally, six sworn and four civilian members have received BOP training and four civilian members have received computer training.

**External**

The hackney carriage unit is responsible for all new taxi driver training . At the present, this training consists of a three night cycle. Topical areas covered: Professionalism, Rules and regulations and Geography of the City of Boston. On a yearly basis approximately 1,500 new drivers are trained. The unit currently uses English High School as its training site. However, beginning late Summer or early Fall the training will be transferred to West Roxbury High School and the training will be expanded to four nights.

### Goals

- To monitor. regulate, and enforce rules and regulations of the hackney carriage unit.
- To schedule semi-annual inspections of vehicles, meters and other equipment of the taxi cab industry, tour buses and horse and carriages.

- To monitor, investigate, and respond to any complaint regarding cab drivers in the performance of their duties as licensed cab drivers.
- To continually upgrade training of drivers, with particular emphasis on safety of drivers and passengers.

## Performance

The following statistics document the performance of the Hackney Unit in conducting inspections, issuing violations and the receipt of funds for the issuing of licenses, medallions, et al.

## Liaison/Interaction

**Boston Police Department**

1. All Area/Districts - A, B, C, D, E
2. Drug Unit
3. Auto Theft Unit
4. Dignitary Protection and Intelligence Unit
5. Sexual Assault Unit

**Other Law Enforcement Agencies**

1. U.S. Drug Enforcement Administration
2. United States' Marshall's Office
3. Mass. Criminal Justice Training Council
4. New England Community Policing Crime Prevention Partnership

# Licensing Unit

## Mission

To investigate, process and record all applications for licenses issued by the Police Commissioner. When appropriate, it also investigates and reports upon applications for licenses and permits issued by other City or State agencies.

The Licensing Unit issues the following licenses in the name of the Police Commissioner.

1. License to Carry Firearms
2. Firearm Identification Cards
3. Firearm Dealers (Gunsmith, etc.)
4. Licenses to sell Motor Vehicles, Class I, II, III
5. Pawnbrokers
6. Secondhand Articles Dealers
7. Junk Shopkeepers
8. Junk Collector
9. Special Police Officers
10. Musician: Itinerant

a. Collective
b. Sound Truck

11. Assault Weapon Licenses
12. Bicycle Messenger Services
    a. Bicycle Messengers
13. Bicycle Licenses
14. Auctioneer Permit & Annual Licenses

No Fee Licenses and Investigations

1. Hawkers and Peddlers
2. Sidewalk Permits
3. Raffle, Bazaar & Las Vegas Night license investigation

The Unit is also responsible for the data entry of all license premise violations and inspections from all Districts and Units; maintaining of files and the notification of both the Mayor's Office of Licensing and the Licensing Board; and the annual audit of all license premise violations.

## Training

All sworn personnel have attended the Police Academy for the mandatory one week of in-service training and have also attended the Police Range for the three day 9mm Glock transition course.

Two civilian clerks attended a two day course in the use of the Microsoft Windows operating system.

## Unit Goals

The goals of the License Unit are as follows:

1. To improve reporting procedures. The continued maintenance of up to date and complete files of all the licenses and unlicensed businesses in the city.
2. To improve investigation of all applications for licenses. This would be accomplished by assigning officers a certain type and number of licenses to investigate and enforce. This way, an officer would become a specialist in that type of license. He would know what was needed by law, to apply and receive that license.

## Liaison/Interaction

This unit interacts with both city and state government in the investigation of all licenses. Many times the Unit has collaborated with the Mayor's Office and the City Council in proposed changes in MA General Laws and home rule petitions.

## Pawn Section

### Mission

Reporting to the commander of the Licensing Unit, this Unit records and monitors all pawn sheets submitted by pawn shops and secondhand dealers in the City and examines the sheets to discover property which may have been stolen.

The Pawn Unit interacts with police departments through-out the United States in the investigation of stolen property. It also interacts with insurance companies involving insurance fraud and companies with internal thefts.

### Training

The police officer assigned to this unit is a veteran officer with 23 years experience in a wide variety of enforcement roles.

The civilian clerk assigned to this unit has significant experience in records management.

### Performance

Personnel assigned to the Pawn Section recorded over 54,150 Pawn/Secondhand transactions and recovered items valued at over $57,912.00.

### Goals

To obtain a computer and appropriate software for the tracking of all pawn and secondhand transactions in order to increase the Section's ability to recover property which has been reported stolen.

## Licensed Premises Unit

### Mission

Conducts investigations and inspections of licensed premises within the city and is responsible for ensuring the receipt and recording of those violations forwarded by Areas and/or Units of the Department and notifying the City of Boston Licensing Board and the Mayor's Office of Consumer Affairs and Licensing Division.

Assists the Mayor's Office of Licensing and the License Board (Liquor Licenses) in the enforcement of all laws, rules and regulations. Aids in conducting hearings for any violations and in judging suitability to hold said license.

### Training

In addition to mandatory in-service training and Glock 9mm transition training, members of this unit have received specialized training in licensed premise enforcement, search & seizure and in enforcing those ordinances dealing with excessive noise levels.

## Performance

The Licensed Premise Unit has been responsible for conducting, reviewing or overseeing 889 Licensed Premise Inspections and 479 Licensed Premise Violations from January 1 through May 31, 1993.

## Goals

To continue to aggressively enforce those laws and rules relative to licensed premises to ensure the safety and well being of the citizens and to promote a balance between the commercial interests of the business community and those of the neighborhoods.

# Area Detective Units

## Mission

Area detectives are responsible for the performance of such investigative tasks as may be assigned by the Area Detective Commander. Investigations include ensuring that crime scenes are secured; identifying and preserving evidence; proper classification and clearance of crimes occurring in the Areas and assistance in the prosecution in the Courts. Area Detective Supervisors are jointly accountable for all Homicide and Sexual Assault investigations with the appropriate specialized units. Area detectives are responsible for complete and timely follow-up investigations; documentation and clearance of reported crimes consistent with the Uniform Crime Reports; conducting interviews of witnesses/victims and conducting interrogations and/or identifications of suspects; complete and accurate preparation of the investigated matter for trial and ensuring that witnesses are properly notified and making every effort to ensure that they are present in Court and all evidence is suitably prepared for presentation to the Courts.

## Training

In addition to Area Detectives attending mandatory in-service training and attending the Glock 9mm transition course, training has been provided to Area Detectives:

- Fingerprint Training (Latent and Advanced)
- Reid Interview and Interrogation School
- Anacapa Criminal Intelligence Analysis Course
- Crime Scene Search Course
- Search & Seizure
- Basic Narcotics Course
- Domestic Violence Training
- Victim/Witness Assistance Training
- Sexual Assault Investigation
- Death Investigation
- Gaming Investigation
- Gypsy Criminal Organizations
- Gang Seminars

- Intelligence Gathering

## Goals

Although each section of the city has different enforcement priorities and may focus on specific types of enforcement techniques to deal with them, the following goals are common to all Area Detective Units:

- To reduce crime and to increase the clearance rate for reported crime;
- To safeguard the well being of victims and witnesses of crimes to ensure both their safety and successful prosecutions;
- To improve the management, assignment and tracking of criminal cases;
- To reduce the number of licensed premise violations by increasing licensed premise inspections;
- To implement a community oriented policing program by improving the flow of information and the level of cooperation between detectives and uniformed officers;
- To obtain relevant specialized training for Area Detectives;
- To increase the level of cooperation between the Detective Unit and outside agencies.

## Performance

The City of Boston is currently experiencing an unprecedented decline in reported crime. The decline in reported crime has allowed Area Detective Units to maintain a high clearance rate even though manpower levels have declined due to promotions and attrition. As a result of their efforts, the percentage of reported crime cleared by supplemental investigation has remained almost identical for the first five months of 1993 compared against the first five months of 1992 even though overall citywide clearances for reported crime have experienced a decline of 3 or 4 percentage points over the same period.

# Criminal Investigation Division

## Mission

Criminal Investigation Division is responsible for citywide investigatory support to supplement Area investigative strategy and management. It consists of the following Units:

- Homicide Unit
- Sexual Assault Unit
- Domestic Violence Unit
- General Investigations Unit
- Arson Squad
- Auto Squard

## Homicide Unit

### Mission

The Homicide Unit investigates and prepares cases for Grand Jury presentation on all homicides, suspicious deaths, serious assaults and battered children cases in which the victim is in danger of death.

The Unit makes investigations of death at the direction of the District Attorney or Medical Examiner, as well as the investigation of the sudden death of infants or those apparently stillborn. Additionally, the Unit investigates all police shootings involving personal injuries.

### Training

Prior to August, 1989, the highest level of education of any member of the Homicide Unit consisted of a Bachelor's Degree. Today, two members of the Unit are attorneys and another has a Doctorate Degree. In addition, eleven (11) of the eighteen (18) members of the Unit have successfully completed a law school course taught by law professors in Criminal Procedure and Constitutional Law. Additionally four members of the Unit have attended the New York State Police Homicide School. The school is rated by most Homicide investigators as the best in the country. Also 75% of the personnel have attended the Reid School of Interview and Interrogation.

### Goals

The Homicide Unit has made significant strides since August 1989 in an effort to more efficiently and professionally investigate homicide cases. However, the task is not complete. We are constantly seeking new ideas and techniques which will improve our efficiency. Since Homicide is considered the ultimate of crimes, our goal is to reach ultimate efficiency. In order to reach this goal, the Department's continued support in providing equipment and resources is paramount.

### Performance

In 1992, the City of Boston experienced 76 Homicides. Of the 76 homicides, 38 have been cleared by either an arrest or the obtaining of an arrest warrant. Investigation continues into the remaining homicides.

In the the first five months of 1993, the City of Boston experienced thirty-five homicides. Of the 35 homicides, 23 have been cleared by either an arrest or the obtaining of an arrest warrant. Investigation continues into the remaining homicides.

During the same period of time, ten older unsolved homicides were cleared by either an arrest or the obtaining of an arrest warrant. Additionally, eight individuals who have been long time fugitives on homicide cases, have been arrested or proven to be deceased.

The Unit has instituted tighter case management practices. Today, each case is reviewed by the squad's immediate supervisor and then in turn by the Unit Commander to determine its status, direction and fitness for court presentation.

Additionally, a team concept of review has been employed. The basis of this concept is to have as many members of the Unit as possible involved in each case. This involvement may be actual participation or a review of the investigation. This enables more members of the Unit to have input into the procedures and tactics used and enables the Unit to adjust for maximum efficiency.

## Liaison/Interaction

Today, members of the Homicide Unit and Medical Examiners meet once a month to discuss matters of interest and all cases which have occurred during the past month. Although the meeting is now new, it has been expanded to include all members of the Unit and not just the Unit Commander.

Currently, members of the Unit meet bi-monthly with the Anti-Gang Violence Unit (AGVU). Open lines of communication have been established between the Homicide Unit and all Law Enforcement Agencies within and without the Boston Police Department.

# Sexual Assault Unit

## Mission

The Sexual Assault Unit is responsible for the investigation and prosecution of all rapes, attempted rapes and indecent assault and batteries. The Sexual Assault Unit, in coordination with the Child Abuse Unit of the District Attorney's Office, also investigates the Department of Social Services 51A reports of suspected child sexual abuse.

## Training

All sworn personnel (except 1 newly transferred detective) are certified by the Mass. Criminal Justice Training Council as rape investigators.

Other training received by members of SAU include:

- fingerprint training
- search warrant seminar
- Child abuse and neglect seminar
- crime scene evidence and collection
- Reid School of Interview and Interrogation
- Pedophile profiling
- Child sexual abuse victims

## Goals

To facilitate the investigations of child sexual assaults and to reduce the trauma to these young victims, by increasing the number of SAIN (Sexual Assault Investigation Network) interviews. The goal of the SAIN program is to create multi-disciplinary teams to conduct investigative interviews of children.

- To reduce the case load per detective in SAU with the addition of extra personnel.

- To increase the conviction rate of sexual assaults by the use of direct indictments.
- To increase clearance rate by 10% over 1992.
- To expand public speakers program.

## Performance

The Sexual Assault Unit has the highest case load of any specialized unit. In 1992, all Part I crimes showed a decrease with the exception of rape.

## Liaison/Interaction

A. Outside Agencies:
- Suffolk County District Attorney's Office and Child Abuse Unit
- Department of Social Services
- Massachusetts Society for the Prevention of Cruelty to Children
- Area Hospitals
- Boston Housing and School Police
- City of Boston Women's Commission
- U. S. Marshalls (Operation Gunsmoke)

B. Boston Police Units
- District Detectives
- Crime Lab
- Domestic Violence Unit
- ID section
- Fugitive Unit
- Warrant Unit
- Internal Affairs Unit
- Graphic Arts
- Field Reports
- Legal Advisor's Office
- Strategic Planning and Policy
- Special Operations Entry and Apprehension Team
- Academy

# Domestic Violence Unit

## Mission

The Domestic Violence Unit is responsible for coordinating the Boston Police Department's response to all incidents of domestic violence reported within the City. The Unit facilitates and coordinates services for victims with special needs or high risk potential. The Unit ensures compliance with the provisions of MGL 209A and Chapter 403 of the Acts of 1990 (An Act Relative to the Protection of Abused Persons); and assists in planning and implementation of systems to improve police response to domestic violence incidents.

In furtherance of its mission, the Domestic Violence Unit is responsible for the following two phases:

Internal Operations
External Operations

**Internal Operations**

- Manages the Department's response to the special needs of victims of Domestic Violence.
- Maintains a statistical data base of all arrests involving Domestic Violence.
- Maintains a statistical data base of all incidents of Domestic Violence reported within the City of Boston.
- Maintains a statistical data base of all Abuse Prevention Orders issued by Boston Courts.
- Maintains a tracking system of all outstanding domestic violence warrants issued by Boston Courts and coordinates this information with the district stations.
- Provides technical assistance to district stations and other units in the areas of domestic violence.
- Maintains a daily Staff meeting for the purposes of providing guidance and direction, staff coordination, receiving/backbreifing on information.
- Provides a monthly status report to the Bureau of Investigative Services.

**External Operation**

- Coordinates essential information distribution and orders among the District Stations, Units and other agencies.
- Conducts staff visits to the District Stations for the purposes of resolving problems, providing guidance and direction and developing a better working relationship.
- Conducts unannounced inspections of the District Stations Abuse Prevention Orders Log Book(s) and files.
- Establishing and maintaining a liaison between the District Stations, Community, and other agencies.
- Provide additional guidance and assistance to the community in the form of public speaking engagements

## Training

Members of the Domestic Violence Unit attend both Departmental and interagency training courses involving domestic violence issues.

The Domestic Violence Unit coordinates with the Boston Police Academy staff to ensure that all personnel assigned at the district level and units attend all updated courses and seminars concerning domestic violence.

## Goals

- To develop and maintain a better working relationship with the Domestic Violence Detectives at the District Stations.

- To provide support, guidance and direction to my staff and the Domestic Violence Detectives at the District Stations.
- To maintain a cohesive working relationship with the District Commanders by having their Domestic Violence Detectives provide a monthly status report; the purpose of the report will be to demonstrate to the Commander the posture of his/her Area's domestic violence incidents.
- To establish and maintain a cohesive working relationship with the Community, patrol force, investigative units and command staff by providing constant and continuously updated materials on domestic violence as it becomes available.
- To develop and maintain a cohesive working relationship with the District Courts and other interdisciplinary agencies and the Domestic Violence Unit.
- To establish a swifter and efficient reporting system of statistical information from the District Stations to the Domestic Violence Unit.
- To conduct weekly staff meetings with my internal staff and monthly staff meetings with all Domestic Violence Detectives for the purposes of coordination and updates.
- To conduct announced and unannounced inspections of all Abuse Prevention Orders Log Book(s) and files at the District Stations.
- To disseminate educational materials - manuals, pamphlets, etc. on domestic violence that informs victims of domestic abuse of their rights and services/resources available.

The Domestic Violence Unit has been a unit within the Boston Police Department since 1985. The establishment of the Unit was a progressive move then and I believe our goal continues to be not only progressive in the field of domestic violence but also proactive in our attempt to respond to the crime of domestic abuse. Our Department has kept pace with the changing laws and updated our Rules and Procedures to make our response to domestic violence a priority within the Department and the City. Our officers are probably the most trained in the Academy on the issue of domestic violence and it shows in our arrest records and response to assisting victims of domestic abuse.

However, because of the ever increasing number of reported incidents of domestic violence the Department and the Domestic Violence Unit can only attempt to do more by being proactive in the dissemination of educational materials on domestic abuse to all sections and age groups of the City. This must be done to educate all persons of their rights under the Abuse Prevention Law in hopes of curving the rising number of domestic violence incidents.

## Performance

In 1992 there were 10,869 reported incidents, during the first five months of 1993 there have been 4,386 reported incidents. This five month figure relays to us that the number of reported incidents of domestic violence is increasing and our police response and the judicial response numbers are increasing.

## Liaison/Interaction

The Domestic Violence Unit acts as the Department's liaison with other governmental agencies within the Criminal Justice System and Social Services provider and is involved with the following groups:

| | |
|---|---|
| Domestic/Family Violence Roundtable | Dorchester Court Roundtable |
| Domestic Violence Task Force | Roxbury Court D V Roundtable |
| Committee for Gender Equality SJC | COPC -- Carney Hospital |
| Interagency D V Team (DSS) | Cover Coalition RDM |
| RCC Health Center DV Roundtable Comm. | Pediatric Family Violence Awareness |
| S. Carter-Fuller MG Interagency DV Team | Fenway Gay/Lesbian DV Roundtable |

Our Unit also interfaces with other outside departments requesting information on our domestic violence unit/policy/procedures. At present, we are in contact with the New Bedford Police Department who is establishing a Domestic Violence Unit within their department; New York City Police which are revising their DV policy; San Diego Police DVU who recently revised their checklist, and the Police Executive Research Forum whose survey we completed on Stalking.

Our Unit is working closely with the Warrant Unit to attempt to clear up by either arrest or recall the three hundred fifty domestic violence warrants outstanding presently.

The Graphic Arts Department has been a great help with reprinting of the thousands of Abuse Law cards distributed throughout the Department and the City by our Unit and all officers. They have also assisted in reproducing various domestic violence literature we distribute.

# General Investigation Unit

## Mission

The General Investigation Unit is responsible for citywide investigations of fraudulent and larcenous schemes, the coordination and investigation of extradition and rendition proceedings and other crimes as directed.

## Training

In addition to attending mandatory in-service training and 9mm Glock transition training, personnel assigned to this unit have attended a variety of specialized courses offered through the Boston Police Academy and the Massachusetts Criminal Justice Training Council.

## Goals

To prevent subjects wanted by either the Boston Police Department or other Police Departments or Agencies nationwide from escaping detection, arrest, trial and punishment. In addition, the Unit is committed to reducing the incidence of crimes that come under the categories of Bank Fraud, Larceny by Check, Larcenous schemes and related offenses.

## Performance

In 1992, the Fugitive Squad conducted 762 investigations concerning possible fugitive cases. We also assisted (demanding states) as well as were responsible for the rendition of a total of 44 subjects as fugitives.

In the first five months of 1993, we have conducted a total of 339 fugitive investigations. We have also assisted in 16 renditions in this period.

## Liaison/Interaction

The Unit coordinates efforts between other Districts and Units of the Department and other Police Departments or Agencies nationwide in the rendition of person(s) who may be wanted for committing crimes.

We have contact with, but are not limited to Federal Bureaus and Agencies, State Agencies (nationwide), and Sheriff Departments around the country.

# Arson Squad

## Mission

The Boston Police Department's Arson Squad works jointly with the Boston Fire Department's Arson Squad members in the following areas:

- The determination of the origin and cause of fires, whether accidental or incendiary, in the City of Boston
- The successful prosecution of all criminal cases related to arson in theCity of Boston.

The major mission statement is to reduce incendiary fires in the City as well as to increase the public's awareness of the severity of punishment for those convicted.

## Performance

The Boston Police Arson Squad interacts with many Law Enforcement Agencies, including, but not limited to, the Massachusetts State Police, the Bureau of Alcohol, Tabacco and Firearms, the Federal Bureau of Investigations, the District Attorney's Office, and many local city and town police and fire departments.

As previously stated, the Boston Police Arson Squad works very closely with the Boston Fire Department Arson Squad. Without this cooperative effort, as a team, the Arson Squad would not function.

The U.S. Arson Trends and Patters, 1991, according to the Fire Analysis and Research Division, National Fire Protection Association, analysis of fire causes with a series of U.S. Department of Justice special studies of the criminal justice system, it is now possible to estimate that only approximately 3% of set fires lead to convictions. Of all the incendiary, suspicious and unknown - cause fires that the NFPA estimates are set fires, only half are confirmed as incendiary and are even considered as arson offenses. Of those, 80% - 85% are never solved. Of those that are solved by arrest, about half of the suspects are never prosecuted, and about one third of those prosecuted are not convicted. Put these statistics together and the result is that only 3% of set fires lead to convictions.

**The Boston Fire Department - Fire Investigation Unit (Arson Squad) has a 7.34% conviction rate compared with the national average of 3%.**

During the calendar year 1992, the Boston Police Arson Squad; investigated 582 cases, made 54 arrests, made 173 court appearances, sought 59 warrants/summonses, interviewed 67 individuals and completed 54 field interrogation reports.

During the first five months (January - May) of the calendar year 1993, the Boston Police Arson Squad; investigated 313 cases, made 11 arrests, made 81 court appearances, sought 36 warrants/summons, interviewed 22 individuals and completed 2 field interrogation reports.

## Training

Each officer assigned to the Arson Squad has attended numerous seminars on arson related topics. These topics range from Motor Vehicle Fires to Extortion/Arson for Profit.

Most recently, one detective assigned to the Arson Squad successfully completed the following two, two week, courses:

- January 1993 National Fire Academy, Emmittsburg, Maryland Origin and Cause of Fires
- May 1993 Federal Law Enforcement Training Center, Glynco, Georgia Advanced Arson for Profit

These two courses have enabled the Boston Police Arson Squad to assist the Boston Fire Department in the origin and cause of fires and extortion fire investigations in Boston, which have occurred recently in the Dorchester Vietnamese Area.

## Goals

- To continue to increase the successful conviction rate for arson related crimes.
- To continue to educate the public, through attendance at Community Meetings, of the seriousness of arson as a crime.
- To make the public aware, through attendance at Community Meetings, that the Boston Police Arson Squad is not a reactive unit, but a proactive unit, attempting to stop Arson/Accidental related fires before they occur.

## Auto Squad

### Mission

The Auto Squad is responsible for citywide investigations of **"Chop Shops"**, theft rings and motor vehicle insurance fraud.

### Training

Sergeant Detective K. Lamb has received some in depth training from various State Police agencies and various Auto Theft investigator seminars and insurance seminars. The other detectives have on the job training.

### Goals

Auto Theft has several top priorities, they are:

(a) Auto Theft
(b) Chop Shops
(c) Insurance Fraud Investigations
(d) Salvage switches

### Liaison/Interaction

We have an outstanding working relationship with other law enforcement agencies through out the Commonwealth, including on the Federal level with U.S. Customs and I.N.S. We also work very closely with the Governor's Auto Theft Strike Force. We could use a little more communication with the units and districts within our own department.

## Intelligence/Dignitary Protection Division

### Mission

The Intelligence/Dignitary Protection Division keeps the Commissioner informed of all the operational responses of the Department to planned criminal occurrences. The mission of the intelligence unit of the Boston Police Department shall be to identify and monitor crime trends, emerging groups, criminal activities, or any civil disorders effecting the City and to provide this information to the Department to support the decision-making process.

### Goals

The primary goal of the Intelligence Unit will be to develop strategic and tactical information designed to aid the Department in the following ways:

1. Reduction of Crime
2. Evaluating personnel and deployment requirements
3. Estimating cost factors/budget needs.

**Strategic Information** - intelligence material that tends to support long range planning.

**Tactical Information** - intelligence material that tends to assist immediate law enforcement needs and supports short range planning.

Of particular concern will be intelligence concerning the activities and associations of individuals and groups known or suspected to be involved in criminal acts or in the threatening, planning, financing, or organizing of criminal acts occurring in or impacting on the City of Boston.

**Primary Duties and Responsibilities of the Intelligence Unit**

In order to attain its goals, the Intelligence Unit will continue to be responsible for the following duties:

1) Collecting raw intelligence from a variety of sources.
2) Evaluating the source and material content of the raw intelligence.
3) Analyzing the information received.
4) Storing this information in a secure, retrievable system.
5) Disseminating the information in a timely manner on a need to know basis.
6) Purging outdated and inactive information.

## Training

- All officers assigned to the Unit have completed FY93 In-Service Training at the Boston Police Academy.
- All officers assigned to the Unit have been certified with the Glock 19 9mm service revolver.
- All officers assigned to the Unit (and one civilian) have attended the two week Criminal Intelligence Analysis Course sponsored by Anacapa Sciences.
- All officers assigned to the Unit have been trained and are certified to use the L.E.A.P.S./NCIC computer (Datamax).
- Detectives assigned to the Unit have completed a 3 day fingerprint school within the last six weeks.
- All patrol officers, detectives and 2 civilians have attended an introductory course on Microsoft Windows and Microsoft Word for Windows, the programs installed on our office computers.
- Two civilians assigned to the Unit have attended sponsored courses on business letter writing.
- One civilian assigned to the Unit has completed a ten week course on Microsoft Word.
- All officers and 1 civilian are members of N.E.S.P.I.N., the New England State Police Intelligence Network.
- Several officers have attended the "Reid School" of Interview Techniques.
- One officer has been trained and is certified as an instructor for the Massachusetts Criminal Justice Training Council.

- All officers have attended various courses and seminars offered by the Massachusetts Criminal Justice Training Council and other agencies on such topics as gangs, crime scene preservation, forensics etc.

## Drug Control Division

### Mission

The Drug Control Division is responsible for citywide enforcement of the Massachusetts Controlled Substance Act (Chapter 94C), development and implementation of drug-related public education programs and liaison with public and private organizations involved in the prevention and control of drug abuse. In addition to the drug enforcement squads attached directly to the Division, the Division is further subdivided into the following Units:

Central Drug Depository
Financial Evidence Office
Task Force Liaison

The Division maintains its efforts to control the sale of drugs at both the street and distribution level. It also maintains pressure on drug sales and distributors in the public housing areas to assist on evictions and keeps a close relationship with management and tenant councils.

The Division continues to work with homeowners and building management companies to effect the eviction of drug dealing tenants from properties throughout the city. After the Drug Unit executes a search warrant at a specific location, a detective ascertains the owner of the property, initiates contact and makes the owner aware of their ability to count on drug eivision cooperation and guidance through the Housing Court system. If there is no cooperation or reluctance on the part of the owner, the Drug Division either prosecutes the owner under M.G.L. c. 139, sec. 19 (Aiding or Permitting Nuisance) or refers the case to the U.S. Attorney through the Drug Enforcement Administration for seizure under Federal laws.

From January 1, 1992 to present, thirteen landlords were brough before the courts under M.G.L. c. 139, sec. 19 for failing to take action against their tenants after being advised of the responsibility to do so. The U.S. Attorney's office seized eleven properties and effected one eviction. Eighty-seven individuals were court evicted from Boston Housing Authority properties and there were one hundred and twenty-one voluntary evictions.

The Drug Control Division continues to address the concerns of the management and residents of the City's public housing developments by conducting investigations in a concentrated manner (i.e., Mission Hill) by working one development at a time. As a result of these efforts, the presence of the Drug Control Division is requested by management and tenant task forces at monthly meetings in many of these developments.

The continued enforcement of Massachusetts General Laws Chapter 94C, section 32J (School Zone Law) is a top priority. In 1992, the Drug Control Division made approximately two hundred and twenty-six arrests within 1000 feet of school zones.

In September of 1992, with the cooperation of the Boston Public School Administrators, the Drug Control Division launched "Operation Apple" which resulted in numerous arrests for violations of M.G.L. c. 94C, sec 32J. The success of "Operation Apple" has strengthened the relationship and understanding between this unit and the Boston School system.

The Drug Control Division works with other City agencies (Public Facilities Department, Boston Redevelopment Authority, Inspectional Services Division) through "Project Pride" to jointly coordinate efforts in removing drug dealers from neighborhoods.

Working with the Boston Police Neighborhood Crime Watch Program, to ensure anonymity, when necessary, for crime watch residents to assist in the flow of drug information and limit the risk to cooperating individuals when they live within the neighborhood.

The Division is available to the neighborhood groups and allows them direct access to a drug officer when the need arises to the information does not get convoluted.

Ensures that a cooperative effort and not a duplication of efforts between Districts, Areas, Federal and State agencies is working through the use of an intelligence computer system. This system enables an address to be checked to ensure that no other agency, district or officer is already investigating that location. The agency, district or officer is given a computer generated number and is assigned that particular location. If at a future date an agency or another officer requested a location that had been previously assigned, the interested party must talk with whomever is assigned the location and, if possible, work jointly or bring it to the attention of the Drug Division Commander for clarification. This process is in place to avoid duplication of efforts and to ensure officer safety.

The Drug Control Division is actively involved with and addresses the concerns of many neighborhood groups throughout the City and attends meetings when requested. For example, the Drug Control Division meets with both the Uphams Corner Drug Task Force and the Bowdoin Street and Geneva Avenue Drug and Violent Crime Task Force on a monthly basis. Communication with the task forces involves assisting in the planning and coordination of strategies to alleviate the drug problems in their neighborhoods and reporting back on police activity within their areas of concern.

## Technical Services Division

### Mission

The Technical Services Division is responsible for obtaining, preserving and analyzing physical evidence for the eventual court presentation and for assisting in the

development of techniques and procedures for effective crime scene search. It consists of the following units:

Ballistics Unit
Crime Laboratory Unit
Identification Unit
Missing Persons/Exploited Children Unit
Warrant Unit

## Warrant Unit

### Mission

The Warrant Unit acts as a clearinghouse for all warrants and summonses. It has the responsibility for distribution and service returns between the courts, other agencies and the Department.

### Training

All sworn personnel assigned to this Unit have attended mandatory in-service training. Those sworn personnel who are assigned a firearm have attended the Glock 9mm transition course.

### Goals

- To institute a more efficient warrant validation process;
- To continue to meet FBI audit standards;
- To acquire an interface with the Criminal Justice Information System (CJIS) to eliminate the necessity to enter warrant information into two separate systems (Boston and the State).

## Missing Persons/Exploited Children Unit

### Mission

The Missing Persons/Exploited Children Unit is responsible for receiving, disseminating and filing personal information gathered concerning persons reported to be missing. The Unit coordinates the documentation, entry, follow-up investigation and cancellation (when reported missing person returns) of all missing persons reported with the Detective Supervisor in each Area. The Unit ensures that missing person information received will be recorded and provided to the appropriate State and Federal agencies. Upon the return of the missing person, the missing person report will be cancelled through NCIC so that the Federal Clearinghouse file may be cleared.

### Training

The police officer assigned to this unit has over ten years experience working with the LEAPS/NCIC systems. This officer is also the LEAPS representative for the Bureau of Investigative Services.

## Goals

- To computerize the recordkeeping and filing of missing persons.
- To update Rule 317 (last updated 09/14/83).

## Performance

From May 1992 to May 1993, 1,278 persons were reported missing to the Boston Police and 1,211 reported cases were cancelled. The breakdown is:

- 331 Adult Males
- 230 Adult Females
- 314 Juvenile Males
- 403 Juvenile Females

As of July 2, 1993, 153 persons are still listed as missing. Only 10 persons have been listed as missing over 6 months.

A federal audit of the unit was conducted in September of 1992 with satisfactory results.

## Liaison

In addition to LEAPS/NCIC, this Unit maintains liaison with all reporting Districts and Units within the Department.

# Crime Laboratory Unit

## Mission

The Crime Laboratory Unit provides scientific analysis of physical evidence collected from the scenes of crime, from suspects and from objects which have been at the crime scenes.

## Training

This unit requires that its personnel receive continuous training in up-to-date crime laboratory procedures. Court acceptance of testimony requires that crime laboratory personnel be both experienced and well trained. Both of the Senior Criminalists assigned to this unit have degrees in and have taken advanced post-graduate courses in forensic science.

## Goals

- To implement a computerized record keeping system to track purchasing and equipment inventories and to maintain and update case records.
- To improve compensation levels for laboratory personnel.
- To set up a procedure for the storing of evidence at the Boston Police warehouse in Hyde Park.

- To update Rule 312.
- To implement a forensic diagnostic typing program to perform DNA analysis.
- To set up a procedure for the routine disposal of hazardous chemicals accumulated by the Unit.
- To sponsor a 3 day seminar (to be given every 3 months) for 30 police officers on the proper procedures for the Collection and Processing of Physical Evidence.
- To achieve accreditation and to comply with all of the guidelines specified by the American Society of Crime Laboratory Directors.

## Performance

From May 1992 to May 1993, the Crime Laboratory Unit handled 528 cases which consisted of:

- 92 Homicides
- 331 Rapes
- 105 Others

## Liaison/Interaction

The Unit interacts with all line units within the Department and provides expert testimony in the prosecution of criminal cases.

# Identification and Photography Unit

## Mission

The Identification and Photography Unit processes and maintains files of photographs and fingerprints of prisoners. Responds to crime scenes to take movies, video recordings or still photographs. Processes crime scenes and physical evidence (including firearms, S.O. 91-11) for latent fingerprints. Administers polygraph examinations as directed. Maintains a video identification section for the electronic storing of suspect photos.

## Training

Personnel assigned to this Unit are sent to a number of specialized courses and must continue to attend any and all updated courses in order to maintain their ability to properly analyze or photograph evidence and present evidence in court.

Due to the high degree of training required to become an expert in this area, serious consideration should be given to retaining officers in the Unit upon their being promoted rather than re-assigning them.

## Goals

- To update Rule 313.
- To implement the new Electronic Imaging System for prisoner processing.
- To improve the ventilation and air conditioning.

- To computerize all criminal records (approximately 500,000) via an imaging process.
- To re-locate the Latent Print Section to the Crime Laboratory Unit.

## Performance

From May 1992 to May 1993, this Unit accomplished the following:

| | |
|---|---|
| Photographs | 133,000 |
| Evidence | 1,409 |
| Prisoners Processed | 18,500 |
| Record Checks | 32,500 |
| Photo's Distributed | 119,700 |
| Outside Jobs | 1,260 |

## Liaison/Interaction

The normal function of the Unit requires it to have contact with all line units within the Department as well as many outside agencies on the local, state and federal level.

# Ballistics Unit

## Mission

The Ballistics Unit maintains custody of and ensures the continuity of evidence for the prosecution of cases in which firearms are involved. Ensures that every firearm discharged by a member of this Department, except when in training or practice, is examined by the a Department Ballistician. Maintains custody and control of all firearms coming into the possession of Department members for any reason. Examines and provides expert testimony in court on firearms and/or ammunition coming into their custody.

## Training

Court acceptance of an officer's testimony requires that officers assigned to this Unit have a high level of training and experience in the field of firearms identification and examination. Officers try to attend all firearms courses offered by manufacturers, state agencies and federal agencies.

## Goals

- To implement a computer database on a wide area network that would permit each Division to enter firearm information. This system could also be used to enter stolen and recovered property and to conduct pawn shop inventory analysis.
- To obtain new software for keeping track of the inventory of firearms received.
- To update Rule 311.
- To identify and make use of all training opportunities for Unit personnel.

## Performance

- From May 1992 to May 1993, this Unit processed 1,279 cases. Unlawful possession or carrying of a firearm accounted for 90% of the cases. The other 10% were Homicides or weapons kept for safekeeping.
- All firearms are printed and checked through NCIC for stolen status.
- From May 1993 to May 1993, 5,429 weapons were destroyed.
- Presently, there are 1,378 firearms secured at this Unit awaiting a disposition.

  259 from 1989
  206 from 1990
  373 from 1991
  301 from 1992
  165 from 1993
  41 from unsolved Homicides
  16 cases on Appeal

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**Report Binder**

| Stock No. | Color |
|---|---|
| 80571 | Black |
| 80572 | Lt. Blue |
| 80573 | Dk. Blue |
| 80578 | Rust |
| 80579 | Exec. Red |

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